

AGENDA
**FOR THE REGULAR MEETING OF THE
CARPINTERIA SANITARY DISTRICT GOVERNING BOARD
TO BE HELD May 3, 2016**

The regular meeting of the Governing Board will be held commencing at 5:30 p.m. The location of the meeting is at 5300 Sixth Street, Carpinteria, California.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

- III. BOARD APPROVAL OF AGENDA** AS [SUBMITTED] [MODIFIED]
Board President asks the Board, public, staff, and legal counsel if there are any additions and/or modifications to the Agenda.

- IV. APPROVAL OF MINUTES** AS [SUBMITTED] [MODIFIED]
April 19, 2016

- V. PUBLIC FORUM**
The public may address the Governing Board on items of interest to the public which are not already on this evening's agenda and are within the subject matter jurisdiction of the Board. The time allotted for this discussion shall be pursuant to Board Bylaws.

VI. MATTERS BEFORE THE BOARD

A. GENERAL REPORTS:

- 1. General Manager's Status Report** (Page 1)

Description: General Manager to review his written report regarding the following issues:

- Aerated Sludge Holding Tank Project
- Administration Building Replacement Project
- Operations Update

- 2. Santa Claus Lane Crossing Emergency Repairs Update** (Page 2)
Continuation of Emergency Action

Description: The Board to review the emergency condition status and continue the emergency action related to the District's emergency repairs as required by Public Contract Code Section 22050(c)(1).

Staff Recommendation: Staff recommends that the Board review the emergency condition status and continue the emergency action as prescribed in Resolution No. R-289.

3. Uniform Construction Cost Accounting Procedures (Pages 3 - 9)
RESOLUTION No. R-294
DISTRICT ORDINANCE No. 14

Description: The Board to consider adopting Resolution No. R-294 and District Ordinance No. 14

Staff Recommendation: Staff recommends that the Board adopt Resolution No. R-294 and District Ordinance No. 14

4. Local Area Emergency Response Preparedness Overview (Pages 10 - 26)

Description: The Board to receive information related to local area emergency response.

Staff Recommendation: None.

VII. BOARD ITEMS

A. COMMITTEE REPORTS

Description: Verbal reports by the committee chairperson(s) of the following committees:

- Standing Finance Committee
- Standing Personnel Committee
- Standing Public Relations Committee
- Standing Utilities Committee
- AD-Hoc Facilities Planning Committee

B. GENERAL ITEMS

1. CASA Legislative Committee Report (Jeff Moorhouse)
 - Discussion of pending State and Federal legislation affecting CASA member agencies.
2. LAFCO Report (Jeff Moorhouse)
3. SBCSDA (Santa Barbara – California Special Districts Association) Report
4. CSRMA Report (Jeff Moorhouse)
5. Board Member Vacation Dates
6. Future Agenda Items

VIII. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION: Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9: one case.

CONFERENCE WITH LABOR NEGOTIATORS: Per Government Code Section 54957.6. Agency designated representatives: Anthony Trembley, District Legal Counsel, Director Moorhouse, and Director Damron. Unrepresented employee: General Manager.

IX. RECONVENE OPEN SESSION

A. CLOSED SESSION REPORT

X. ADJOURNMENT

FURTHER INFORMATION AVAILABLE

A staff report providing more detailed information is available for most agenda items and may be reviewed in the District office during regular hours (Monday - Friday from 8:00 a.m. to 12:00 p.m. and/or 1:00 p.m. to 5:00 p.m.). Copies of individual reports may be requested at this office. Call (805) 684-7214 extension 10 for more information.

In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact the District's Board Secretary at (805) 684-7214, extension 10, at least 48 hours prior to the start of the meeting.

Next Ordinance Available.....#15
Next Resolution Available.....R-295
Posting Date.....04/27/16

**MINUTES OF THE REGULAR MEETING OF THE
CARPINTERIA SANITARY DISTRICT GOVERNING BOARD
April 19, 2016**

These are the **minutes** of the **regular** meeting of the Governing Board of the Carpinteria Sanitary District in the City of Carpinteria, County of Santa Barbara, and State of California.

The Governing Board of the Carpinteria Sanitary District held a regular meeting on **April 19, 2016**, at 5:30 p.m. at its District administrative office located at 5300 Sixth Street, Carpinteria, California. The agenda notice for this meeting was posted in the front window of the administrative office of the Carpinteria Sanitary District and on the District's website at least 72 hours in advance of the meeting.

I. CALL TO ORDER

President Velasco called the meeting to order at 5:30 p.m. and noted for the record that all Directors were present.

Directors Present: Gerald Velasco – President
 Lin Graf – President Pro-Tem
 Jeff Moorhouse – Treasurer
 Mike Modugno – Secretary
 Mike Damron – Secretary Pro-Tem

Staff Present: Craig Murray – General Manager
 Hamid Hosseini – Finance Director
 Kim Garcia – Board Clerk

Legal Counsel
Present: Anthony Trembley – Musick, Peeler & Garrett, LLP

Public Present: None

II. PLEDGE OF ALLEGIANCE

President Velasco led those present in the Pledge of Allegiance.

III. BOARD APPROVAL OF AGENDA

President Velasco asked if there were any modifications and/or changes to the agenda. Hearing none, the agenda was approved as submitted.

IV. BOARD APPROVAL OF MINUTES OF THE MEETINGS OF April 5, 2016

Director Moorhouse made a motion, seconded by Director Damron that the Board approve the Minutes of the April 5, 2016 Regular Board meeting as submitted. The motion carried by the following vote:

AYES:	5	Modugno, Damron, Moorhouse, Graf, Velasco
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

V. PUBLIC FORUM

None

VI. MATTERS BEFORE THE BOARD

1. General Manager's Status Report

General Manager reviewed his written report regarding the following:

- Certificate of Achievement for Excellence in Financial Reporting
- Treatment Plant Visits
- Operations Update

2. Santa Claus Lane Crossing Emergency Repairs Update – Continuation of Emergency Action

General Manager provided an overview of the emergency action and current situation. Emergency response measures are continuing. Existing sewer lines were connected to the newly installed lines. Site restoration is underway with work projected to be complete the first week of May.

Director Damron made a motion, seconded by Director Modugno that the Board continue the emergency action initially authorized on January 5, 2016 via Resolution No. R-289 and authorize the District's General Manager to continue to proceed with remedial work necessary to address the ongoing emergency conditions including expenditure of funds as necessary. The motion carried by the following roll call vote:

AYES:	5	Velasco, Moorhouse, Damron, Graf, Modugno
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

3. Aerated Sludge Holding Tank Replacement Project Acceptance and Approval of Notice of Completion

General Manager reviewed his staff report related to Acceptance and Approval of Notice of Completion for the Aerated Sludge Holding Tank Replacement Project. Nine change orders, approved by the District Board of Directors, resulted in a revised contract amount of \$5,510,135. A Stop Payment Notice in the amount of \$152,245.50 was received by the District. Cushman Contracting submitted a Stop Notice Release Bond. The document, reviewed by District legal counsel, was determined to provide satisfactory coverage for the District. If approved, after the prescribed 35-day waiting period, and provided that no other legitimate stop notices or claims are received by the District, the General Manager will release the retention funds to Cushman Contracting and will exonerate applicable bonds within the statutory timeframes.

Director Moorhouse made a motion, seconded by Director Damron that the Board accept the Aerated Sludge Holding Tank Replacement Project, authorize filing and recordation of a Notice of Completion, and approve release of retention and applicable bonds in accordance with the contract. The motion carried by the following vote:

AYES:	5	Velasco, Moorhouse, Damron, Graf, Modugno
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

4. Cash Contract No. 436 – National Plant Services, Inc. – Trenchless Lateral Lining

General Manager reviewed his staff report related to Cash Contract No. 436 between the District and National Plant Services, Inc. for trenchless lateral lining for three residences in the Arbol Verde neighborhood. If approved, Cash Contract No. 436 would engage National Plant Services, Inc. based on their proposed price of \$14,995. An amended version of the contract was distributed for review.

Director Damron made a motion, seconded by Director Modugno that the Board approve Cash Contract No. 436 between the District and National Plant Services, Inc., dated April 19, 2016 as modified and authorize the General Manager to execute the document on behalf of the District. The motion carried by the following vote:

AYES:	5	Velasco, Moorhouse, Damron, Graf, Modugno
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

5. Uniform Construction Cost Accounting Procedures

General Manager reviewed his staff report related participation in the California Uniform Construction Cost Accounting Procedures as set forth in Public Contract Code Section 22030.

After Board discussion, Director Damron made a motion, seconded by Director Graf that the Board pursue participation in the UPCCAA and direct staff to prepare the resolution and ordinance as required and return to the Board for further consideration. The motion carried by the following roll call vote:

AYES:	5	Velasco, Moorhouse, Damron, Graf, Modugno
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

6. Review and Discuss the Special Joint Meeting of the Carpinteria City Council, Carpinteria Sanitary District and Carpinteria Valley Water District

The Board discussed the joint meeting held on Monday, April 18th of the Carpinteria City Council, the Carpinteria Valley Water District, and the Carpinteria Sanitary District regarding the Carpinteria Valley Recycled Water Facilities Plan Draft Report.

No action was taken.

VII. BOARD ITEMS

A. COMMITTEE REPORTS

Standing Finance Committee

Director Moorhouse reported on the meeting held April 18, 2016

Standing Personnel Committee

None

Standing Public Relations Committee

None

Standing Utilities Committee

None.

Ad-Hoc Facilities Planning Committee

None.

B. GENERAL ITEMS

CASA Legislative Committee Report

None.

LAFCO Report (Jeff Moorhouse)

None.

SBCSDA (Santa Barbara California Special Districts Association) Report

None.

CSRMA Report (Jeff Moorhouse)

None.

Board Member Vacation Dates

None.

Future Agenda Items

Director Modugno suggested an item to report on the Disaster Training for Community Leaders event he attended and to discuss emergency planning in general.

VIII. CLOSED SESSION

Legal counsel, Anthony Trembley, led the Board in to closed session at 6:29 p.m. on the following agenda items:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION:

Per Government Code Section 54957. Title: General Manager.

CONFERENCE WITH LABOR NEGOTIATORS: Per Government Code Section 54957.6.

Agency designated representatives: Anthony Trembley, District Legal Counsel. Unrepresented employee: General Manager

IX. RECONVENE OPEN SESSION

A. CLOSED SESSION REPORT

President Velasco reconvened the open session at 6:43 p.m.

Legal counsel noted for the record that Mr. Murray was present during the first closed session item and was then excused for review of the second closed session item.

Legal counsel reported on the second closed session item. President Velasco appointed Directors Damron and Moorhouse as additional representatives on behalf of the District to meet with the General Manager. Future agendas will list Mr. Trembley, Director Damron and Director Moorhouse as agency designated representatives.

X. ADJOURNMENT

There being no further items to discuss, President Velasco adjourned the meeting at 6:44 p.m.

Gerald Velasco
President

Lin Graf
President Pro-Tem

Mike Modugno
Secretary

Michael Damron
Secretary Pro-Tem

Jeff Moorhouse
Treasurer



Carpinteria Sanitary District

Board of Directors Meeting
General Manager's Status Report

TO: Board of Directors
FROM: Craig Murray, P.E. – General Manager
SUBJECT: General Manager's Status Report
DATE: May 3, 2016

Aerated Sludge Holding Tank Project. Contractor as-builts were finalized, scanned and delivered to Carollo Engineers in Arizona for preparation of final record drawings. The Notice of Completion was recorded in Santa Barbara County. TCI was on site April 19th for the final tuning of the active harmonic filter. Project closeout will proceed as previously reported.

Administration Building Replacement Project. Staff met with the Blackbird Architects project team to finalize spatial analysis and review criteria for building layout. We expect to get conceptual plan documents within the next week or two and will schedule an ad-hoc committee meeting to review these in detail.

Operations Update: WWTP and Collection System operations updates are as follows:

- The treatment plant is operating in full compliance with our NPDES discharge permit.
- The blockage in LS #4 force main was cleared successfully. Staff is investigating options for periodic pigging of this 4,000 foot long HDPE force main.
- Operations staff repaired the belt filter press. A damaged belt roller was removed and sent to Rincon Engineering for rebuilding.
- The major wind event on April 18th affected the power supplied to LS #5 requiring staff and equipment response until SCE could complete repairs and restore 3-phase service.
- No SSOs or sewer blockages were reported during the period.
- Three lower laterals on Arbol Verde were successfully rehabilitated by National Plant Services using a trenchless lining method.
- All departments are continuing to finalize operating and capital budgets for FY 2016/17.



Carpinteria Sanitary District

Board of Directors Meeting

STAFF REPORT

TO: Board of Directors

FROM: Craig Murray, P.E. - General Manager

**SUBJECT: Emergency Santa Claus Lane US 101 Crossing
Continuation of Emergency Action**

DATE: May 3, 2016

REQUESTED ACTION: That the Board review the emergency condition status and continue the emergency action related to the District's emergency Santa Claus Lane US 101 Crossing Project as required by Public Contract Code Section 22050 (c)(1).

BACKGROUND: At a Regular Meeting of the Board of Directors held on January 5, 2016, the Board passed Resolution No. R-289 which determined the existence of an emergency condition pursuant to Public Contract Code sections 20806 and 1102. The District is now proceeding with emergency work to replace a failed 8-inch diameter sewer within a 24-inch steel casing under US 101 between Santa Claus Lane and Via Real.

Current Status: All work on the Santa Claus Lane side has been completed. The contractor is scheduled to complete backfill of the large excavation on the Via Real side by April 29th, including removal of the shoring and dewatering systems. The final steps to complete this emergency project will include manhole lining, demobilization and site restoration.

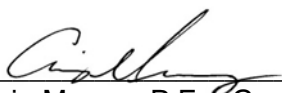
Section 22050(c)(1) of the Public Contract Code requires that the Board continue the emergency action at each regularly scheduled meeting until the action is terminated. At this time, the emergency condition still exists and it is recommended that the Board continue the emergency action. An action to terminate the emergency action is expected to come back to the Board for consideration at the next regular meeting. **Section 22050(c)(1) of the Public Contract Code requires that this motion pass by a four-fifths majority vote.**

RECOMMENDATION: Staff recommends that the Board review the emergency condition status and continue the emergency action as prescribed in Resolution No. R-289.

SUGGESTED MOTION: I move that the Board continue the emergency action as prescribed in Resolution No. R-289.

M _____ S _____

Ayes: _____ Nays: _____ Abstentions: _____

Prepared By: 
Craig Murray, P.E. - General Manager



Carpinteria Sanitary District

Board of Directors Meeting

STAFF REPORT

TO: Board of Directors

FROM: Craig Murray, P.E. - General Manager

SUBJECT: **Uniform Construction Cost Accounting Procedures**
Resolution No. R-294
District Ordinance No. 14

DATE: May 3, 2016

REQUESTED ACTION: That the Board review and consider participation in the California Uniform Construction Cost Accounting Procedures as set forth in Public Contract Code Section 22030 through adoption of Resolution No. R-294 and Ordinance No. 14.

BACKGROUND: The District frequently hires private contractors to assist in the construction of various public improvement projects. Whenever the cost of these projects exceeds \$15,000, unless the work is performed in house by force account, the District is required to publish a notice inviting bids and award to the lowest responsive and responsible bidder (Public Contract Code Sections 20800-20806). This formal advertise/award process is burdensome for both the District and interested contractors. In order to put a project out to bid the District must prepare a full set of contract documents including but not limited to a bid proposal package, plans and specifications, bond forms and agreements. The cost to prepare such documents can exceed the cost to construct the improvement. For smaller jobs less than \$50k it is also difficult at times to get qualified contractors to submit any bids due to the effort associated with the formal bidding process.

The Uniform Public Construction Cost Accounting Act (UPCCAA) enacted under Public Contract Code Sections 22000-22045 in 1983 allows public agencies to adopt alternative bidding procedures to increase the bidding threshold from \$15,000 to \$45,000 and establish an informal bidding process for projects up to \$175,000. For projects over \$175,000 the existing formal bidding procedures would continue to apply.

While there is no direct cost to the District to participate in the UPCCAA, the District would be required to maintain a list of qualified contractors who would be notified as part of the informal bidding process. In order to participate in the UPCCAA the District would need to elect by resolution to become subject to the Act and file a copy of the resolution with the State Controller's Office. The District would also need to adopt an ordinance setting forth informal bidding procedures for projects costing \$175,000 or less.

On April 19, 2016 the Board considered participation in the UPCCAA and directed staff to return with the required resolution and ordinance for adoption.

Attached to this report for Board consideration is Resolution No. R-294 confirming the District's intent to participate in the UPCCAA and directing the General Manager to file the resolution with the State Controller. Also attached is Ordinance No. 14 adopting informal bidding procedures under the UPCCAA that the District would follow. Both the resolution and the policy document

are based on guidance documents in the California Uniform Construction Cost Accounting Commission's Cost Accounting Policy and Procedures Manual. If adopted, Ordinance No. 14 would be published in the Coastal View News and become effective one week following the publication date. Resolution R-294 would be filed with the State Controller. District staff would then commence the process to establish a list of qualified contractors for future public works projects within the threshold criteria.

RECOMMENDATION: Participation in the UPCCAA would reduce the amount of staff time and effort associated with hiring contractors for improvement projects between \$45,000 and \$175,000 and would allow the District to increase the threshold for purchase orders (negotiated contracts) from \$15,000 to \$45,000. For these reasons, staff recommends the Board adopt Resolution No. R-294 and Ordinance No. 14 as presented.

SUGGESTED MOTION: I move that the Board adopt Resolution No. R-294 as presented.


M_____ S_____

Ayes:_____ Nays:_____ Abstentions:_____

SUGGESTED MOTION: I move that the Board adopt Ordinance No 14 as presented.

M_____ S_____

Ayes:_____ Nays:_____ Abstentions:_____

Prepared By:  _____
Craig Murray, P.E. - General Manager

Attachments: Resolution No. R-294
Ordinance No. 14

RESOLUTION NO. R-294

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CARPINTERIA SANITARY DISTRICT ELECTING TO BE SUBJECT TO THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

WHEREAS, prior to the passage of Assembly Bill No. 1666, Chapter 1054, Statutes of 1983, which added Chapter 2, commencing with Section 22000, to Part 3 of Division 2 of the Public Contract Code, existing law did not provide a uniform cost accounting standard for construction work performed or contracted by local public agencies; and

WHEREAS, Public Contract Code Section 22000 et seq., the Uniform Public Construction Cost Accounting Act (the "Act"), establishes such a uniform cost accounting standard; and

WHEREAS, the commission established under the Act (the "Commission") has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public projects; and

WHEREAS, the Governing Board (the "Board") of the Carpinteria Sanitary District (the "District") deems it to be in the best interests of the District to elect to be subject to the uniform public construction cost accounting procedures under the Act.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Carpinteria Sanitary District as follows:

1. In accordance with Public Contract Code Section 22030, the District hereby elects to become subject to, and shall meet the requirements of (i) the uniform public construction cost accounting procedures set forth in the Act, and (ii) the Commission's policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended, and directs that the District's General Manager notify the State Controller forthwith of this election.

2. This resolution shall take effect upon its adoption.

PASSED AND ADOPTED by the Governing Board of the Carpinteria Sanitary District on the 3rd day of May 2016 by the following vote to wit:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

Resolution No. R-294 was thereupon declared, carried, and adopted. Dated this 3rd day of May 2016.

We certify that the above is a true and correct copy of Resolution No. R-294, adopted by the Board of Directors of the Carpinteria Sanitary District on May 3, 2016.

APPROVED:

Gerald Velasco
President, Board of Directors

ATTEST:

Mike Modugno
Secretary, Board of Directors

ORDINANCE NO. 14

ORDINANCE AND GENERAL REGULATION OF THE GOVERNING BOARD OF THE CARPINTERIA SANITARY DISTRICT ADOPTING INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

WHEREAS, pursuant to Resolution No. 294, adopted on even date herewith, the Governing Board (the “Board”) of the Carpinteria Sanitary District (the “District”) has elected to become subject to the uniform public construction cost accounting procedures under the Uniform Public Construction Cost Accounting Act as set forth in Public Contract Code Section 22000, et seq. (the “Act”); and

WHEREAS, pursuant to Public Contract Code Section 22034, as a public agency that has elected to be subject to the Act, the District is required to enact an informal bidding policy to govern the selection of contractors to perform public projects pursuant to Public Contract Code Section 22032(b).

NOW, THEREFORE, BE IT ORDAINED by the Governing Board of the Carpinteria Sanitary District as follows:

1. Informal Bid Procedures. Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.

2. Contractors List. A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

3. Notice Inviting Informal Bids. Where a public project is to be performed which is subject to the provisions of this ordinance, a notice inviting informal bids may be mailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with Section 2, and shall be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the department/agency soliciting bids, provided however:

(A) If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the Commission.

(B) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

4. Award of Contracts. The District’s General Manager is authorized to award informal contracts pursuant to this Ordinance.

5. Publication. The Secretary of the Board is hereby directed to cause this ordinance to be published once in a newspaper published in the District in accordance with the requirements of Health & Safety Code Section 6490.

6. Effective Date. This ordinance shall be effective one week following the date of publication.

PASSED AND ADOPTED by the Governing Board of the Carpinteria Sanitary District on the 3rd day of May 2016 by the following vote to wit:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

APPROVED:

Gerald Velasco
President, Board of Directors

ATTEST:

Mike Modugno
Secretary, Board of Directors

CERTIFICATION

I, Michael Modugno, Secretary of the Governing Board of the Carpinteria Sanitary District, hereby certify that the forgoing is a true and correct copy of Ordinance No. 14 which was duly adopted by the Governing Board of the Goleta Sanitary District at a meeting of said Governing Board duly held on May 3, 2016.

Date: May 3, 2016

Michael Modugno
Secretary of the Governing Board



Carpinteria Sanitary District

Board of Directors Meeting

STAFF REPORT

TO: Board of Directors
FROM: Craig Murray, P.E. - General Manager
SUBJECT: **Local Area Emergency Response Preparedness Overview**
DATE: May 3, 2016

REQUESTED ACTION: This is an informational item for Board discussion and possible direction to staff.

BACKGROUND: Director Modugno recently participated in a half-day *Disaster Training for Community Leaders* program put on by the City of Carpinteria. This item is intended as a forum to share some of the key emergency preparedness information provided in that training session.

To provide some context, the District implements its own internal emergency plans to address specific operational impacts, to ensure business continuity and to protect the health and safety of our employees and the public. We also participate in community and regional emergency preparedness activities.

The City of Carpinteria is the entity responsible for local emergency planning in the Carpinteria Valley. The City's Emergency Operations Plan (http://www.ci.carpinteria.ca.us/PDFs/emergency%20prep_EOP.pdf) is the primary guidance document for coordinated emergency response. The District has contributed to this comprehensive planning document (and prior versions) and we have worked closely with City and other governmental entities on emergency planning over the years. We have also participated in emergency response drills, most recently a tabletop exercise simulating a major earthquake that was held in 2012. A copy of the exercise plan for this drill is attached to provide some insight as to how the District may be involved in a regional emergency response.

There is a very structured hierarchy of emergency response that flows downward from the Federal Emergency Management Agency (FEMA) to the State Office of Emergency Services (OES) to the Santa Barbara County Office of Emergency Services to the City of Carpinteria to local agencies and other entities. The California Standardized Emergency Response System (SEMS) is a statewide standardization protocol for emergency response that includes a framework for communication, mutual aid, and other key response measures.

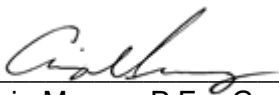
The Emergency Operations Plan fully details how emergency response will utilize SEMS for incident management. Under this plan, the District has committed human resources, materials and equipment that could be made available in response to any declared emergency. We have provided a complete list of equipment and resources that may be called upon in a mutual aid scenario.

RECOMMENDATION: None. Discussion item only.

SUGGESTED MOTION: None.

M_____ S_____

Ayes:_____ Nays:_____ Abstentions:_____

Prepared By:  _____
Craig Murray, P.E. - General Manager

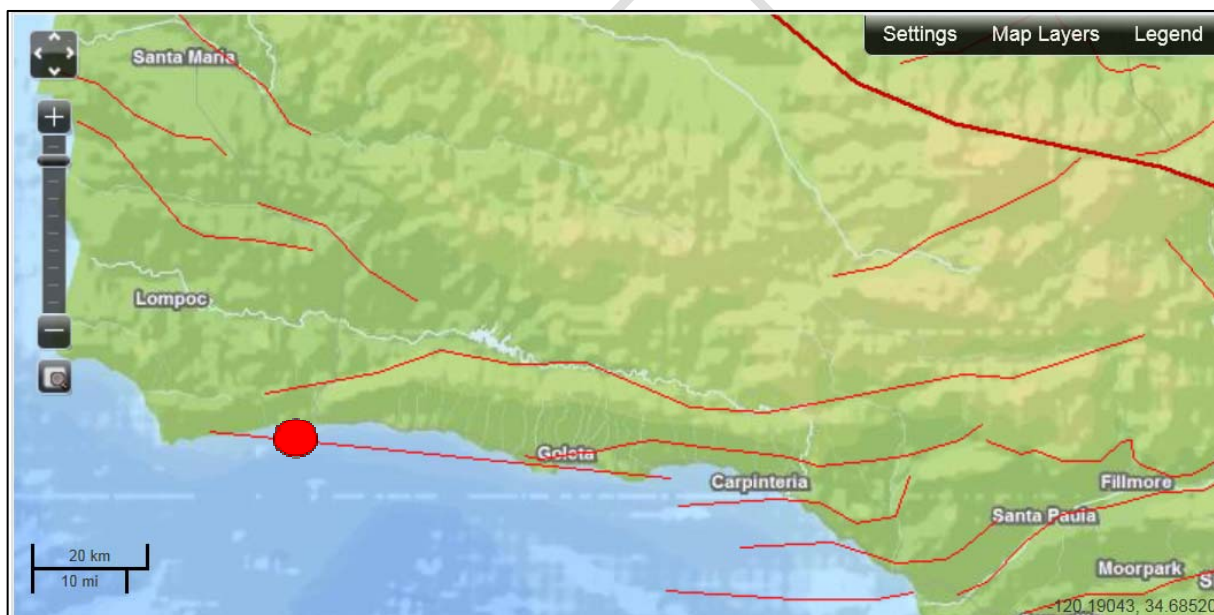
Attachments: 2012 Earthquake Tabletop Exercise Plan

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City of Carpinteria Earthquake Tabletop Exercise

Exercise Plan

North Channel Fault Earthquake
Thursday, November 15, 2012
6:00 a.m. to 1:00 p.m.



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Table of Contents

Background.....	4
Exercise Purpose, Concept & Objectives	4
Purpose	4
Concept	4
Exercise Objectives	4
Scope	5
Scenario Narrative	5
Exercise Guidelines	5
Exercise Assumptions	6
Exercise Artificialities	6
Communications	7
Safety & Security	7
Exercise Control	7
Exercise Evaluation	7
Exercise Reports	7
Exercise Participants	7
References	8
Annexes.....	9
Annex A: Master Planning Milestones.....	9
Annex B: Earthquake Drill Narrative.....	9
Annex C: Exercise Participants	10
Annex D: Communication Directory	11
Annex E: Distribution Annex.....	12
Annex F: Maps – will be available in the EOC facility	12
Annex G: Glossary	12
Annex H: Participant Feedback Form	13
Annex I: Exercise Injects	15

This Exercise Plan identifies policies, procedures, administrative requirements, and exercise roles and responsibilities that will support exercise-planning initiatives.

Background

The Santa Barbara Operational Area exhibits characteristic hills that are formed as the result of faulting. These hills along the coastal area have numerous ancient, raised beaches preserved on them. These beaches contain shells that are used to determine the age of the beach deposit. The estimated ages are used to determine the rate of uplift of the Santa Barbara coastal area.

The Santa Barbara area has ancient beaches that occur above the modern beach that range in age from 45,000 to 105,000 years. The uplift rate of the Santa Barbara area is approximately 1 to 2 meters per thousand years. This rate is ten times greater than previously estimated.

The Santa Barbara urban corridor is in an area of known seismicity with an earthquake hazard similar to that of the cities of Ventura and Los Angeles. Faults on the onshore portion of the Santa Barbara Fold Belt are capable of producing earthquakes with magnitudes 6 to 6.5 and some faults offshore may produce earthquakes with magnitudes in excess of 7.

Damages from an earthquake similar to the 1925 event which devastated downtown Santa Barbara would, today, cause several hundred million to a billion or more dollars of property damage with several to several tens of deaths.

The Southern California Earthquake Center suggests the Santa Barbara area can expect 3 to 4 earthquakes per century with shaking that will exceed 0.2 g, the level of activity where damage to older buildings begins. The most serious earthquake hazard to the Santa Barbara urban area is active faults and folds within the offshore portion of the Santa Barbara Fold Belt in the Santa Barbara Channel. Several sources are capable of producing an Mw 7.1 to 7.5 events, such as the Santa Ynez fault and the North Channel Fault System both located within ten miles of Santa Barbara.

Exercise Purpose, Concept & Objectives

Purpose

This Exercise Plan provides guidance concerning procedures and responsibilities for exercise design and support. It explains the exercise concept, establishes the basis for the exercise, and establishes and defines the communications, logistics, and administrative structure needed to support the exercise—before, during and after.

This exercise provides participants an opportunity to evaluate current response concepts, plans, and capabilities in the event of a major earthquake in Carpinteria that includes disruption of utilities, transportation and communication. The exercise will focus on key local emergency response coordination, critical decisions, and the integration of local, state and federal assets necessary to save lives and protect public health following a major earthquake.

Concept

This will be a real-time single-phase, EOC tabletop exercise. The EOC Exercise will be controlled through the use of scripted messages and evaluated based upon the Exercise Objectives.

Exercise Objectives

Exercise objectives are focused on improving understanding of response concept and identifying strengths, weaknesses and opportunities. The exercise will focus on the following:

1. Assess strengths and areas needing improvement regarding employee familiarity with EOC operations and critical roles and responsibilities - identify knowledge gaps.
2. Determine strengths and areas needing improvement regarding coordination of WebEOC, video conferencing, satellite phones and computer systems within the jurisdiction and operational area - identify critical issues and potential solutions.
3. Assess the strengths and areas needing improvement regarding communications between the City, special districts and other disaster-related agencies.

Scope

Exercise play will officially begin on Thursday, November 15, 2012 at 8:00 a.m. and end at approximately 1:00 p.m. The exercise will be initiated by a briefing that will begin with a description of the situation as it currently exists. The briefing will also give participants an introduction to the exercise and the expectations. A post-exercise "hot-wash" will begin immediately following the conclusion of the exercise - approximately 12:15 p.m.

Scenario Narrative

On Thursday, November 15, 2012 at 5:00 a.m. a strong to moderate earthquake occurred on the North Channel fault line. Given the magnitude and location of the earthquake, it is likely that neighboring communities may have experienced heavy damage and possibly casualties.

The City of Carpinteria EOC has been activated at 8:00 a.m. with the following information:

- Caltrans reports rock slides on Hwy 154 and several areas of the 101, including a total blockage of the 101 at the Gaviota Pass.
- Some areas of Carpinteria have been without power for 2 hours.
- Local water systems are being evaluated by engineers for damage (potential service shut down 8-10 hours).
- Fire and Sheriff have both activated an all-call system to get as many personnel to respond to the event as possible to protect life and property. The Fire District will be sending engines into the field to do windshield surveys throughout Carpinteria.
- There are numerous requests for Fire and EMS.
- Cell phones are operating sporadically.
- Temperatures are consistent with today's weather.

Exercise Guidelines

- Safety first. Any events that appear unsafe will result in the immediate stoppage of the exercise until the incident is resolved
- This is an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, are expected.
- Respond based on your knowledge of current plans and capabilities.

- Decisions are not precedent setting and may not reflect your department's or agency's final position on a given issue. This is an opportunity to discuss and present multiple options and possible solutions.
- Issue identification is not as valuable as suggestions and recommended actions that could improve response and preparedness efforts. Problem-solving efforts should be the focus to resolve gaps in planning.

Exercise Assumptions

The following assumptions must be made in order to ensure that the exercise is as realistic as possible. It is intended that exercise events progress in a logical and realistic manner and that all exercise objectives be achieved during exercise play.

- Exercise participants are well versed in their own department and agency response plans and procedures.
- The term "participants" includes planners, evaluators, facilitators and players.
- Players and facilitators will use real-world data and information support sources.
- Players will respond in accordance with existing plans, policies, and procedures. In the absence of appropriate written instructions, players will be expected to apply individual initiative to satisfy response and recovery requirements.
- Implementation of disaster response plans, policies, and procedures during the exercise will depict actions that would be expected to occur under actual response conditions and, therefore, will provide a sound basis for evaluation.
- Actions to direct unit, personnel, or resource deployments will result in simulated movement during the exercise unless live deployment in real time is stipulated to achieve an exercise objective.
- Real-world response actions will take priority over exercise actions.
- Landline telephones are not functioning within the EOC.
- Cell phones are functioning sporadically in the EOC.
- Internet access is functioning within the EOC.
- Exercise time is actual real time.
- EOC facility is on generator power.
- The scenario is plausible, and events occur as they are presented.
- There is no "hidden agenda", nor any trick question.

Exercise Artificialities

It is recognized that the following artificialities and constraints will detract from realism; however, they are a means of facilitating accomplishment of exercise objectives.

- The exercise will be played in near-real time; however, to meet exercise objectives, some events may be accomplished by participants before the exercise, and other events may be accelerated in time to ensure their consideration during play.
- Many alert, notification, initial activation, and emergency response procedures, as well as some early response actions, will not be a part of the exercise.
- Responses obtained by players from simulations may not be of the quality or detail available from the real organization or individual.
- During the exercise, actions may occur to direct unit, personnel, or resource deployments, and subsequent movement of resources may be played; however, these actions will be simulated with no live movement occurring in the exercise.
- Some personnel and equipment may be pre-positioned at exercise locations rather than moved in

real-time during the exercise, and they will enter play at predetermined times from their pre-positioned locations. When this exercise artificiality occurs, it will be referred to in exercise documentation as exercise pre-positioning to differentiate it from the live deployments that will be evaluated.

- The Communications Directory is the phone directory for the exercise.
- Facilitators will lead the exercise by providing scripted messages.
- Evaluators will be present in the EOC. Their only function is to evaluate the attainment of objectives. They will not assist in operations.
- The weather and other situational matters are as stated in the narrative.

Communications

Communication will occur between the facilitators and the participants using methods described in this plan. Communications with all “real world” outside departments, agencies, and units will be guided through the use of the Communications Directory. Any and all telephone, portable radio and WebEOC communications will be preceded by the phrase "THIS IS A DRILL MESSAGE" to reduce the possibility of any unintended misunderstanding by the public or media.

Safety & Security

EOC safety and security issues will be handled in accordance with established policies and procedures of the City of Carpinteria.

Exercise Control

Scripted messages will be used throughout the exercise to ensure that exercise objectives can be met. The lead facilitator will monitor the exercise and adjust the flow of messages to provide optimum pacing for the participants. The term “**Exercise Stop**” will be used to end the exercise.

Exercise Evaluation

Evaluation forms have been developed to evaluate the exercise objectives. Exercise participants will have an opportunity to critique this exercise during a post-exercise “hot-wash” and on a separately published Participant Evaluation Form.

Exercise Reports

An After-Action Report will be completed following the critique and evaluation of the exercise. The City Emergency Services Coordinator will compile this report and submit to the City Manager, Carpinteria-Summerland Fire Protection District, Sheriff’s Department and County Office of Emergency Management.

Exercise Participants

Reminders for Participants:

1. THIS EXERCISE IS NOT A TEST OF PERSONNEL! This is a training exercise designed to evaluate the Emergency Operations Plan and the training that has been conducted as related to disaster operations.

2. Simulators will augment field personnel and outside agencies participating in this exercise, as appropriate.
3. The EOC Manager may direct Exercise Plan questions to the exercise support staff.
4. Actions and decisions should be consistent with the EOC emergency operations plan and/or Department Response Plans, guidelines and direction given by the EOC Manager.
5. Save and leave ALL documentation in the EOC.
6. Use only exercise telephone numbers as listed in the Communication Directory. This directory and these numbers are valid ONLY for this exercise.
7. Complete the Participant Critique Form and leave them in the EOC at the conclusion of this exercise.
8. REMEMBER, this is an exercise and NOT a test!

References

- City of Carpinteria Emergency Operations Plan
- EOC Section Checklists
- EOC Kits

Annex A: Master Planning Milestones

Date	Action
August 8, 2012	Initial County OEM Public Health Drill (PHD) jurisdiction meeting
August 8, 2012	Initial Exercise Planning Team (EPT) meeting
September 12, 2012	EPT meeting with all participating agencies – review draft scenario
September 19, 2012	PHD jurisdiction meeting – review draft scenario and provide objectives
October 11, 2012	EPT meeting – review draft scenario and master sequence
October 15, 2012	PHD jurisdiction meeting – review draft scenario and MSEL
October 18, 2012	Sent exercise invitation to Section Leaders
November 5, 2012	Final pre-exercise meeting with EPT
November 6, 2012	Final pre-exercise meeting with County OEM for PHD
November 15, 2012	City EOC staff and local special districts participate in tabletop exercise
December 7, 2012	Anticipated delivery date of After Action Reports

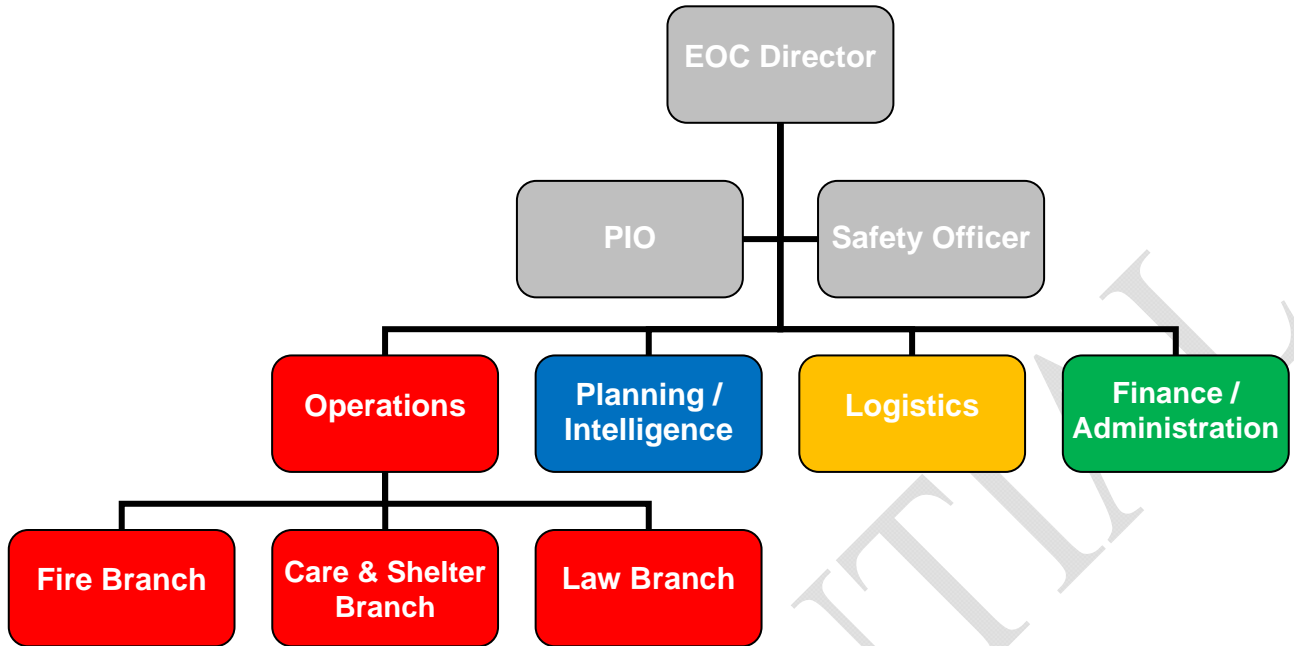
Annex B: Earthquake Drill Narrative

On Thursday, November 15, 2012 at 6:00 a.m. a strong to moderate earthquake occurred on the North Channel fault line. Given the magnitude and location of the earthquake, it is likely that neighboring communities may have experienced heavy damage and possibly casualties.

The City of Carpinteria EOC has been activated at 8:00 a.m. with the following information:

- Caltrans reports rock slides on Hwy 154 and several areas of the 101, including a total blockage of the 101 at the Gaviota Pass.
- Some areas of Carpinteria have been without power for 2 hours.
- Local water systems are being evaluated by engineers for damage (potential service shut down 8-10 hours).
- Fire and Sheriff have both activated an all-call system to get as many personnel to respond to the event as possible to protect life and property. The Fire District will be sending engines into the field to do windshield surveys throughout Carpinteria.
- There are numerous requests for Fire and EMS.
- Cell phones are operating sporadically.
- Temperatures are consistent with today’s weather.

Annex C: Exercise Participants



Title	Name
EOC Director	Dave Durlinger
PIO	Kevin Silk
Safety Officer	Arlene Balmadrid
Operations Section Coordinator	Charlie Ebeling
Operations Section Runner	Cyndi Vestal
Planning/Intel. Section Coordinator	Jackie Campbell
Planning/Intel. Section Runner	Nick Bobroff
Logistics Section Coordinator	Matt Roberts
Finance/Admin. Section Coordinator	John Thornberry
Fire Branch	Carpinteria-Summerland Fire Protection District (Chief Mingee, Battalion Chief)
Law Branch	Santa Barbara County Sheriff's Department (Kelly Moore, Matt Banks)
Care & Shelter Branch	American Red Cross (Troy Harris)

Water District	
Charles Hamilton	Greg Stanford

Sanitary District	
Craig Murray	Mark Bennett

Annex D: Communication Directory

EMERGENCY OPERATIONS CENTER TELEPHONE NUMBERS

POSITION	NAME	SECTION PHONE	CELL PHONE
EOC Director	Dave Durflinger	(805) 566-2458	(805) 455-7951
PIO	Kevin Silk	(805) 566-2458	(805) 453-0638
Safety Officer	Arlene Balmadrid	(805) 566-2458	(805) 816-9698
Operations Section	Charlie Ebeling	(805) 745-2426	(805) 637-1589
Planning/Intel. Section	Jackie Campbell	(805) 566-2458	(805) 453-8313
Logistics Section	Matt Roberts	(805) 566-2453	(805) 455-7950
Finance/Admin Section	John Thornberry	(805) 566-2453	(805) 479-7988

Water District	Charles Hamilton	(805) 745-2425	(805) 331-0128
Sanitary District	Craig Murray	(805) 745-2425	(805) 451-7804

County EOC – Conference Call Line		(404) 835-7069 Passcode:	
County EOC – Main Line		(805) 696-1164	
City EOC Fax #		(805) 684-8242	

Emergency Operation Center Satellite Phone List

Satellite Phone	Phone Number
EOC Satellite Phone Number	8816-224-13835
City Hall Satellite Phone Number	8816-224-13833

Emergency Operation Center Computer Information

EOC Computer	Password
CSFD\training (4 computers with this log-in)	learnthenewfirehouse!
CSFD\admin (1 computer with this log-in)	

WebEOC Web Address	https://santabarbaraoa.webeocasp.com/santabarbaraoa/
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Annex E: Distribution Annex

Distribution of the Exercise Plan will be as follows:

- 1 to each EPT member

Distribution of the Participant Handbook will be as follows

- 1 to each EPT member
- 1 to each exercise participant
- 1 to each exercise observer

Annex F: Maps – will be available in the EOC facility

Annex G: Glossary

EOC	Emergency Operations Center. Command Center that provides centralized information gathering and dissemination, emergency management mitigation efforts and centralized deployment of resources.
EOP	Emergency Operations Plan. This document provides emergency managers and responders with predetermined guidelines for mitigation of emergency events.
EPT	Exercise Planning Team. The group of individuals who plans and develops the exercise.
MSEL	Master Sequence of Events List. The list of major events which constitute significant happenings within a disaster exercise.
PHD	Public Health Department
PIO	Public Information Officer. Serves as the coordinator/clearinghouse of information to the public and the media. Serves as the City's official rumor control resource.
WebEOC	WebEOC is a web-enabled crisis information management system and provides secure real-time information sharing to help emergency managers make sound decisions quickly.

Annex H: Participant Feedback Form

City of Carpinteria Tabletop Exercise – November 2012

Please enter your responses in the form field or check box after the appropriate selection.

Name: _____ **Title:** _____

Agency: _____

Role: Player Facilitator Observer

Part I: Recommendations and Corrective Actions

1. Based on the discussions today and the tasks identified, list the top three strengths and/or areas that need improvement.

- 1. _____

- 2. _____

- 3. _____

2. Identify the action steps that should be taken to address the issues identified above. For each action step, indicate if it is a high, medium, or low priority.

Corrective Action	Priority

3. Describe the corrective actions that relate to your area of responsibility. Who should be assigned responsibility for each corrective action?

Corrective Action	Recommended Assignment

4. List the policies, plans, and procedures that should be reviewed, revised, or developed. Indicate the priority level for each.

Item for Review	Priority

Part II: Assessment of Exercise Design and Conduct

Please rate, on a scale of 1 to 5, your overall assessment of the exercise relative to the statements provided below, with **1 indicating strong disagreement** with the statement and **5 indicating strong agreement**.

Assessment Factor	Strongly Disagree		Strongly Agree		
The exercise was well structured and organized.	1	2	3	4	5
The exercise scenario was plausible and realistic.	1	2	3	4	5
The resources/materials provided helped the participants understand and become engaged in the scenario.	1	2	3	4	5
The facilitator(s) was knowledgeable about the material, kept the exercise on target, and was sensitive to group dynamics.	1	2	3	4	5
The Situation Manual used during the exercise was a valuable tool throughout the exercise.	1	2	3	4	5
Participation in the exercise was appropriate for someone in my position.	1	2	3	4	5
The participants included the right people in terms of level and mix of disciplines.	1	2	3	4	5

Part III: Participant Feedback

Assessment Factor	Strongly Disagree		Strongly Agree		
This exercise helped me clarify my roles and responsibilities in the EOC.	1	2	3	4	5
This exercise helped me clarify the importance of communication flow during a disaster.	1	2	3	4	5
This exercise helped me clarify what communication tools are available for use during a disaster.	1	2	3	4	5

What changes would you make to this exercise? Please provide any recommendations on how this exercise or future exercises could be improved or enhanced.

Annex I: Exercise Injects

Exercise has 19 total injects.

Carpinteria-Summerland Fire Protection District Injects (13 injects):

- Damage to North Padaro Road Overpass. Concrete rails fell onto the highway below.
- Damage to the Santa Claus Lane underpass. Partial concrete collapse of the highway. Two passenger vehicles appear crushed below.
- Wide-spread power outage.
- Power lines down at 4096 Via Real and transformer is on fire in the park.
- All traffic is stopped on Highway 101 both North and South.
- Fire in the Edison switching station on Foothill Road east of Carpinteria High School.
- Mobile homes off foundations at 5700 Via Real – smell and sound of natural gas leaking.
- Mobile homes off foundations at 5750 Via Read – smell and sound of natural gas leaking.
- Upheaval of rails at Linden – road impassable.
- Broken windows at most store fronts on Linden between Carpinteria Avenue and 5th Avenue. Possible looting.
- Some injured public at Carpinteria Middle School.
- Public asking about tsunami possibility and whether they should evacuate.
- Public Health Department Clinic exterior damage. Some injured people seen outside.

Public Health Department Clinic (1 inject):

- Status update from clinic.

Carpinteria Valley Water District (1 inject):

- South Coast Conduit damaged – Cachuma Operation & Maintenance Board (COMB) assessing the damage – the conduit is offline.

Carpinteria Sanitary District (2 injects):

- Power down at Waste Water Pumping Stations – need to get generators online.
- Damage to sewer line near Carpinteria Creek.

EOC Director (2 injects):

- Press conference called for City Manager, Fire Chief and Mayor – talking points needed.
- Relief operation extending into the lunch hour – lunch needs to be ordered for EOC staff.